

IOWA FINANCE AUTHORITY JOB NOTICE

Underwriting Attorney (Attorney 2)

(00644, Contract, Merit Exempt)

Annual Salary: \$53,976.00 – 83,179.20

Summary: This position is in the Iowa Finance Authority's Title Guaranty Division (TGD) located at 2015 Grand Ave., in Des Moines, Iowa. Some travel is required. The primary purpose of the position is to provide underwriting legal counsel and guidance to Title Guaranty and Iowa Finance Authority staff, participating attorneys and abstractors.

General Duties

Provides underwriting legal counsel to facilitate the issuing of title guaranty policies in real estate transactions while appropriately managing risk, if any, to the Title Guaranty Division (TGD).

- Provides underwriting counsel and guidance to the TGD and participating attorneys to facilitate the issuing of Title Guaranty policies while appropriately managing risk, if any, to the TGD.
- Advises TGD staff, participating attorneys and abstractors, and other TGD customers on questions regarding underwriting requirements for issuance of Title Guaranty policies in real estate transactions while appropriately managing increased risk, if any, to the TGD.
- Researches and develops underwriting rules and criteria and issues legal opinions on specific questions.
- Analyzes and reviews current and proposed underwriting procedures in issuing Title Guaranty policies, or other TGD actions, for compliance with state and federal law, rules, regulations, title standards and TGD policies.
- Coordinates underwriting requirements and procedures with the TGD's re-insurer and resolves differences in underwriting requirements.
- Researches laws, regulations, cases, legal opinions, policies, treatises and precedents so that changes affecting the TGD are addressed in the underwriting rules or policy provisions.
- Responds to requests from lenders, participating abstractors and the general public for information or technical assistance on a variety of TGD issues; assists them with problems or questions they may encounter and/or interprets, clarifies, or reviews statutes, rules, policies, etc.

Drafts and reviews TGD forms and other documents.

- Reviews and drafts new forms and makes revisions and amendments to existing forms used by the TGD in order to maintain industry standards and comply with changes in the law, rules, regulations or policies.
- Drafts language to implement new or amended underwriting standards or TGD policies.
- Prepares proposals of amendments to statutory provisions, rules, guidelines or procedures to provide more effective compliance and enforcement activities as well as improved department operations.
- Drafts and reviews correspondence with participating attorneys, participating abstractors and the general public on TGD issues.
- Reviews Certificates drafted by TGD personnel prior to issuance as necessary.

Provides training and continuing education to staff, participating attorneys, abstractors, as well as other customers and support to marketing the TGD.

- Conducts instruction on all aspects of TGD policies and procedures; presents at continuing education seminars for attorneys, abstractors, realtors, etc.; lectures and leads discussions on TGD policies and procedures with TGD staff and representatives of the legal and lending community.
- Meets with participating attorneys and abstractors as may be required to provide guidance regarding compliance with TGD policy and procedure.
- In coordination with the TGD Director and Deputy Director, promotes TGD goals and initiatives by serving as a representative of the TGD in activities that involve the community, business, and representatives of the legal, lending and real estate communities to encourage the use of the TGD in transactions where Title Guaranty policies will be issued.

Other duties

- Functions as project manager of agency programs as assigned by the TGD Director.
- Attends Title Guaranty Board meetings and reports to the TGD Board of Directors as may be required.
- Keeps informed of current underwriting procedures through title industry publications, consultation with other underwriting attorneys, and attendance at continuing education conferences.
- Performs other duties as assigned by the TGD Director or the Executive Director of the Iowa Finance Authority.

Minimum Qualifications: Graduation from an accredited law school and experience equal to two years of full-time work in the practice of law; OR

employees with current continuous experience in the State executive branch that includes experience equal to 18 months of full-time work with the employing agency in the practice of law shall be considered as qualified.

Selective Criteria/Codes:

Must qualify for the following State Selective Codes:

354 – Law degree

871 – Licensed to practice law in Iowa

427 – Title underwriter (6 months experience examining and evaluating titles to Iowa real estate, determining risk and applying standards for issuing title guaranty coverage to owners and lenders)

428 – Real estate and mortgage law (6 months experience practicing real estate and mortgage law)

Desirables: Strong oral, written, analytical and problem solving skills are desired. Should be able to think analytically and solve a wide range of complex underwriting and real estate problems communicate this effectively with a diverse customer base. Knowledge of title guaranty and national title industry underwriting standards, rules and regulations strongly preferred.

Should be able to perform immediately and without a training period because the incumbent must give direction to TGD staff regarding real estate title problems and underwriting coverage issues which require an immediate solution and which occur on a daily basis.

Should be able to give immediate assistance and direction to over 2,000 participating attorneys and abstractors who are real estate and title professionals who expect the incumbent to know as much or more than they do about these matters and be able to advise them on solutions to title and underwriting problems in order for the TGD to give title guaranty coverage on their particular transaction.

Should be technologically adept and fluent with Microsoft Word and have ability to master new computer applications.

Closing Date: 4:30 p.m., Friday, February 11, 2011

For Additional Information Contact: Christine Wetzler, HR Manager, at (515)725-4966.

To Apply: Submit a cover letter and resume to Christine Wetzler, Iowa Finance Authority, 2015 Grand Ave., Des Moines, IA, 50312 by the closing date.

An EEO/AA Employer



2015 Grand Ave. - Des Moines, IA 50312
Phone (515)725-4900